HONOLULU COMMUNITY ACTION PROGRAM, INC.
POSITION DESCRIPTION

POSITION TITLE   : **Planning & Development Specialist**

GRADE   : **13**

FLSA STATUS   : **Non-Exempt**

REPORT TO   : **Director of Planning, Program Development &**
                        Communications

SUPERVISES   : **None**

INTRODUCTION

The Planning & Development Specialist position will assist and provide support to the Director of Planning, Program Development and Communications in developing the agency's three to five-year strategic plan; conducting community needs assessments; developing and evaluating current and future agency programs and services; and developing and implementing a comprehensive fund development plan. This position will assist to develop and implement an overall corporate communication strategy, including a comprehensive agency branding and marketing plan.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.

2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success, in getting groups to learn to work together.

3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a "best fit" solution.

4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.

6. Self-Development – Has the ability to demonstrate self-initiative and motivation

for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES

- Collects, analyzes, and interprets demographic information on target populations; researches national and local issues pertaining to poverty and needs of economically disadvantaged individuals and families; recommends improvements of existing programs and development of new programs to meet target population needs.
- Collects, analyzes, and interprets process and outcome data of existing HCAP programs and services. Assists in formulating and implementing quality assurance procedures and program evaluation strategies. Produces program outcome and evaluation reports as needed.
- Develops and manages grants' management system.
- Identifies sources of public, private, and non-grant funding, as well as in-kind support for the agency and its programs. Assists with fund development and grant-writing responsibilities. Helps staff develop grant and other funding proposals for programs and services.
- Assist in facilitating agency partnerships with federal, state, and county government agencies and legislative bodies. Works with community leaders, other non- governmental organizations, and private business organizations to develop collaborations to fill service gaps and leverage shared resources.
- Raises public awareness of HCAP's mission and programs by developing and creating informational brochures and pamphlets for the agency and its programs; Power Point slide presentations, weekly and quarterly newsletters; media advisories and press releases; and the HCAP annual report.
- Assists in developing and implementing comprehensive HCAP branding strategy.
- Serves as one of the agency's media contacts, to provide radio, TV, phone, or in person interviews to members of the press, as directed.
- Prepares Community Services Block Grant quarterly and annual program reports for submission to State funders.
- Provides staff support to Program, Planning & Evaluation Committee of the HCAP Board of Directors.
- Responsible for maintenance, revision, updating and quality control of HCAP website and social media content.
- Assists in the planning, development, and implementation of HCAP's strategic plan. Conducts community needs assessments.
- Attends department and program meetings as needed.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

A bachelor's degree in communications, political science, public administration, business administration or related field is minimally required. A master's degree in communications, political science, public administration, business administration or related field is preferred.

EXPERIENCE

One (1) year of experience in social services, planning, development, marketing, or public relations fields, preferably in the not-for-profit or public sector. Work experience where job-related functions and skills are easily transferable to this position will be considered.

COMMUNICATION SKILLS

- Excellent interpersonal and communication skills, which include, written, verbal and listening abilities.
- Able to effectively present information and respond to questions from: HCAP Board of Directors, executive management, program and district managers, staff, clients, government agency officials and general public.
- Able to instruct, train, and motivate others.

REASONING ABILITY

- Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Able to interpret a variety of instructions furnished in written, oral or diagram form.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Must be proficient in the research and development of grant proposals to support current and planned HCAP programs and services.
- Demonstrated skills and abilities relevant to non-profit program management and operations.
- Must be highly organized, attentive to detail, project-oriented, and able to work independently, and able to meet deadlines.

Planning & Development Specialist   Rev. June 2023

- Basic understanding of program budgeting, fiscal reporting, and program management reporting.
- Working knowledge of and technical proficiency in computer applications, including, but not limited to: Microsoft word, Excel, PowerPoint, Outlook, Access, Publisher (or other desktop publishing application), and Adobe Suite.
- Working knowledge of Adobe Creative Suite (Photoshop, InDesign, and Illustrator), WordPress, and MailChimp preferred.
- Working knowledge of social media including, but not limited to Facebook, Instagram, Twitter, and YouTube.
- Willingness to travel off island on occasion.
- Able to perform well under pressure.
- Able to manage multiple projects at a given time.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver's license and daily access to an automobile that is properly licensed and insured, or have access to timely transportation for work.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of the characteristics of low-income populations and areas on Oahu, general understanding of causes and conditions of poverty, and related community resources currently available to target populations.
- Experience in providing direct services to low-income, economically disadvantaged target populations or sub-populations.
- General knowledge of government processes as they relate to non-profit management.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Rarely/ Never	At Times	**Often/ Constant**
Work Locations: in doors			**X**
Work Locations: outdoors		**X**	
Work Locations: sitting			**X**
Walking/standing		**X**	
Bending/crouching/reaching, etc		**X**	
Lifting/carrying - light (up to 10 lbs.)		**X**	
- medium (11 to 20 lbs)		**X**	
- heavy (over 20 lbs.)	**X**		
Contact with hazardous materials	**X**		
Dust, smoke, odors, noise, etc	**X**		
Travel - inter-island	**X**		
Travel - long distance (mainland, international)		**X**	
Use standard office equipment (including PC keyboard)			**X**